

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH · CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 · Fax (562) 695-4801



SHERYL L. SPILLER
Director

November 13, 2012

ADDENDUM FOUR
TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES AND
DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES
RFSQ CMD#12-01

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

This is Addendum Four to the Domestic Violence Supportive Services (DVSS) and Domestic Violence Shelter-Based Program (DVSBP) Services Request for Statement of Qualifications (RFSQ CMD# 12-01), which was released on October 9, 2012.

The information contained in this Addendum Four supersedes any related information previously provided.

The Addendum will be posted on the following websites:

<http://dpss.lacounty.gov/dpss/contracts/default.cfm>

and

http://doingbusiness.lacounty.gov/main_db.htm

Statements of Qualifications are due and must be received by DPSS no later than 12:00 p.m. local time December 11, 2012. No late proposals will be accepted.

Please continue to access the above-mentioned website for updates.

Addendum Four

**TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR DOMESTIC VIOLENCE SUPPORTIVE SERVICES AND
DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES
RFSQ CMD#12-01**

Addendum Four to the Request for Statement of Qualifications (RFSOs) CMD#12-01 shall cause the following revisions.

1. RFSQ, Section 1.0 GENERAL INFORMATION, Subsection 1.1 Scope of Work, Paragraph 1.1.2. Domestic Violence Shelter-Based Program (DVSBP), Subparagraph C. Funding, is revised as follows (revisions italicized and in bold):

- C. Funding: It is estimated that approximately \$2,048,000 will be available for ***Fiscal*** Year 2013-***14*** to fund DVSBP within Los Angeles County.

DVSBP is financed by the following two sources:

- a) Marriage License Fees – Pursuant to California Welfare & Institutions Code Section 18305, a specified portion of Marriage License fees collected by the County Clerk is allocated to the DVSBP.
 - b) Batterer’s Fees – Pursuant to California Penal Code Section 1203.097, a specified portion of the fees collected by the Courts from convicted batterers is allocated to the DVSBP.

2. RFSQ, Appendix A, DVSS Statement of Work, Section 1.0 Introduction, Subsection 1.3 Domestic Violence Supportive Services is revised as follows (deletions are stricken out):

1.3 DOMESTIC VIOLENCE SUPPORTIVE SERVICES

Contractor will provide DVSS to CalWORKs, GR and GROW Participants, who have a domestic violence barrier to employment. The DVSS Program consists of a series of activities designed to provide the necessary support for DV victims to achieve the desired outcome of obtaining unsubsidized employment and move toward self-sufficiency. These activities shall be provided by a network of DV agencies contracted with DPSS. Contractor is required to deliver coordinated and comprehensive DVSS to Participants, and their minor children, that lead them to a safer and more stable environment, while providing the adult with the skills to become employed.

Contractor shall serve the maximum number of eligible Participants based on allocated funding, Contractor's capacity and Contractors Budget (to be provided prior to contract execution).

The DVSS program includes two service categories: Case Management and Legal Services, each of which have distinct services as described herein.

Contractor shall provide intensive individual and if appropriate family-focused case management services to Participants and families that remove barriers to employment, meet Service Plan objectives, and help achieve successful outcomes. The type and duration of services is based upon the needs of the Participant as documented in the Service Plan.

Case Management Services include: assessment, safety plan, service plan, counseling service, licensed therapy (optional), support group service, life skills education, DV education classes, shelter bed night service, court support/restraining order service, translation service, childcare/youth activities, and outreach.

- ~~Healthy Living Program (HLP) — A Preventive and Early Intervention (PEI) short term funding may be available for DVSS Case Management providers to provide a 12 week Healthy Living Program to CalWORKs Participants and their minor children which is a holistic approach to promoting the overall well being of Participants including their mental and physical health. Funding for the HLP may be limited to 1/1/13 through 6/30/13.~~

Legal Services include: family law services, restraining orders; immigration law services, benefits access assistance services/advocacy, other legal assistance services, translation services, and outreach.

3. RFSQ, Appendix A, DVSS Statement of Work, Section 4.0 CASE MANAGEMENT SERVICES, Subsection 4.1 is revised as follows (deletions are stricken out):

4.1 CASE MANAGEMENT SERVICES INCLUDE THE FOLLOWING SERVICES: assessment, safety plan, service plan, childcare/youth activities, counseling service, support group service, life skills education, DV education classes, shelter bed night service, ~~Healthy Living Program (HLP) services,~~ translation services, court support/restraining order service (optional), licensed therapy (optional), outreach and referrals.

4. RFSQ, Appendix A, DVSS Statement of Work, Section 4.0 CASE MANAGEMENT SERVICES, Subsection 4.5 OUTREACH SERVICES is revised to read as follows (revisions are italicized and in bold):

Outreach Services are provided to groups or individuals in order to educate and increase awareness of domestic violence.

Contractor shall provide community outreach services to the community at large that include target population groups, human services agencies, and individuals and families who are not clients.

Contractor shall maintain documentation such as flyers, sign-in sheet, attendance logs etc. to verify that outreach services were provided.

Contractor shall be paid a flat monthly fee to provide outreach services.

5. RFSQ, Appendix A, DVSS Statement of Work, Section 4.0 CASE MANAGEMENT SERVICES, Subsection 4.7 HEALTHY LIVING PROGRAM SERVICES (CalWORKs Participants Only) is deleted in its entirety.
6. RFSQ, Appendix B, DVSS Pricing Schedule, for Domestic Violence Case Management is revised to delete the statement: "Healthy Living Program Services will be paid a fixed monthly amount based on the line item budget".
7. RFSQ, Appendix D, DVSS SOQ Application Part I, Exhibit 3, page 6 of 6, Questions 11, 12, and 13 are deleted.
8. RFSQ, Appendix D, DVSS SOQ Application Part I, Exhibit 8, DVSS SOQ ANNUAL CONTRACT BUDGET, is revised to reflect the Contract Period of July 1, 2013 through June 30, 2016.
9. RFSQ, Appendix D, DVSS SOQ Application Part I, Exhibit 8, DVSS SOQ ANNUAL CONTRACT BUDGET, page 8 of 8, Healthy Living Program Budget – 6 Months, is deleted.
10. RFSQ, Exhibit 7, DVSBP Annual Contract Budget, will not be attached to or made part of the DVSBP contract. Proposers are to prepare and submit Exhibit 7, Annual Contract Budget as part of the SOQ. County acknowledges that pursuant to Welfare and Institutions Code Section 18293 (i), DVSBP contract funds are for the unrestricted use of the DVSBP contractor and may be used for direct and indirect costs.
11. RFSQ, Appendix E, DVSBP SOQ Application Part I, Exhibit 7, DVSBP SOQ ANNUAL CONTRACT BUDGET, is deleted in its entirety and replaced with Attachment I. Exhibit 7, DVSBP SOQ Annual Contract Budget was revised to clarify that there is no limit on indirect costs.
12. RFSQ, Appendix G, DVSS Sample Contract, Section 4.0 TERM OF CONTRACT, Subsection 4.1 has been revised as follows (*revisions italicized and underlined*):
 - 4.1 This Contract is effective July 1, 2013, or upon the date of its execution by the Director or designee as authorized by the Board of Supervisors whichever is later. This Contract shall expire on June 30, 2016 unless sooner extended or terminated, in whole or in part, as provided herein.

13. RFSQ, Appendix G, DVSS Sample Contract, Section 5.0 CONTRACT SUM/COMPENSATION, Subsection 5.1 has been revised as follows (*revisions italicized and underlined*):

5.1 The annual maximum amount for Fiscal Year 2013-14 is \$_____ and the County shall not be liable in any event for payment in excess of this maximum amount. The annual maximum for subsequent years shall be set forth by amendment. In determining the amount, the Director shall take into consideration the amount paid to Contractor during Fiscal Year 2013-14, the number of Contractors participating in the Domestic Violence Supportive Services project, the total funds available for the DVSS project for the year and any other relevant factors in determining the annual contract amount for subsequent years.

14. RFSQ, Appendix G, DVSS Sample Contract, Section 5.0 CONTRACT SUM/COMPENSATION, Subsection 5.6, Paragraph 5.6.10, Subparagraph 5.6.10.1 has been revised as follows (*revisions italicized and underlined*):

5.6.10.1 At the end of each Fiscal Year and at the end of the Contract term, any excess funds and interest the Contractor has accumulated for the provision of services are to be treated as Unspent Funds.

15. RFSQ, Appendix H, DVSBP Sample Contract, Section 4.0 TERM OF CONTRACT, Subsection 4.1 has been revised as follows (*revisions italicized and underlined*):

4.1 This Contract is effective July 1, 2013, or upon the date of its execution by the Director or designee as authorized by the Board of Supervisors whichever is later. This Contract shall expire on June 30, 2018 unless sooner extended or terminated, in whole or in part, as provided herein.

16. RFSQ, Appendix H, DVSBP Sample Contract, Section 5.0 CONTRACT SUM/COMPENSATION, Subsection 5.1 has been revised as follows (*revisions italicized and underlined*):

5.1 The annual maximum amount for Fiscal Year 2013-14 is \$_____ and the County shall not be liable in any event for payment in excess of this maximum amount. The annual maximum for subsequent years shall be set forth by amendment. In determining the amount, the Director shall take into consideration the number of Contractors participating in the Domestic Violence Shelter-Based Program, the total funds available for DVSBP for the year and any other relevant factors in determining the annual contract amount for subsequent years.

THE FOLLOWING ATTACHMENTS WILL BE POSTED ON THE DPSS WEBSITE IN EXCEL FORMAT NO LATER THAN November 13, 2012.

Attachment 1:

Revised Exhibit 7, DVSBP SOQ ANNUAL CONTRACT BUDGET

END